



New Jersey Department of Children and Families Policy Manual

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Chapter:	A	Office of Education	8-7-2006
Subchapter:	1	Office of Education	
Issuance:	46 ADDENDUM	Fire Safety and Emergency Building Evacuation (Other DCF and DHS State Facility Education Programs)	Revised:

SUBJECT: Fire Safety and Emergency Building Evacuation

EFFECTIVE DATE: August 7, 2006

A. OBJECTIVE

To provide Department of Children and Families (DCF) and Department of Human Services (DHS) operated and contracted State facility education programs, other than DCF Regional Schools, with building evacuation procedures in the event of a fire, bomb threat, explosion or other incident in which building evacuation is indicated.

B. STANDARDS

1. Pursuant to N.J.S.A. 18A:41-1, State facility education programs shall practice fire/evacuation drills two times a month.
2. The designated DCF and DHS State facility education programs shall be subject to applicable codes, statutes and inspections regarding fire prevention, including those of the Department of Community Affairs, Division of Fire Safety (N.J.A.C. 5:70-3.2).
3. Records subject to inspection by the Department of Community Affairs, Division of Fire Safety, shall be maintained and kept up-to-date.
4. The Education Supervisor (ES) in each DCF and DHS State facility education program, as applicable, shall be responsible for implementing and monitoring the safety procedures and assurances in this policy.

5. Each DCF and DHS State facility education program shall maintain and post current Building Floor Plans which shall depict the physical layout of the building and indicate egress routes specific to each location/room in the building.

C. PROCEDURES

1. Copies of Building Floor Plans shall be posted in the following areas:
 - a. Each classroom;
 - b. Office areas; and
 - c. Common areas including the midpoint and end of each hallway.
2. For each posted Building Floor Plan, the egress route specific to that area shall be drawn in red ink or be highlighted to clearly illustrate the route. A secondary egress route, where possible, shall also be indicated and marked as such.
 - a. The Building Floor Plan for each room or area shall be posted in a conspicuous place.
 - b. The Building Floor Plan shall identify, by name (e.g. Classroom 101), the room or area in which it is posted.
 - c. Classroom staff are responsible to be familiar with the egress routes for their classroom.
 - d. All school building staff are responsible to be familiar with the egress routes for their respective areas in which they are assigned to work.
3. Evacuation drills (also known as “fire drills”) shall be conducted two times a month.
 - a. All staff and students shall participate in the evacuation drills as directed by the ES.
 - b. The ES shall, prior to conducting any evacuation drills, designate a common meeting point(s), located at a safe distance from the building, that will serve as the area(s) for staff and students to gather for further instruction/direction as may be needed. The ES shall ensure that all staff and students are aware of the common meeting point area(s).
 - c. Any unplanned evacuation made necessary by the unintended activation of a fire alarm or by any other emergency shall not be considered one of the two required monthly evacuation drills.

- d. As part of the fire drill, the ES or designee shall conduct a sweep of the building to confirm that all persons have been evacuated.
 - e. Students and staff shall return to the building at the conclusion of the evacuation drills.
 - f. The ES shall indicate his/her satisfaction with the procedure of the evacuation drill.
 - g. Further direction or instruction shall be provided as needed for students and staff.
4. Each DCF and DHS State facility education program shall maintain a School Fire Drill Log (Attachment 1) which shall contain:
- a. the date of the drill;
 - b. the time of day;
 - c. the amount of time needed to evacuate the building;
 - d. the weather conditions;
 - e. the number of students in the building;
 - f. the number of staff in the building; and
 - g. the number of visitors in the building.
5. The School Fire Drill Log shall be maintained up-to-date and be available for inspection annually or as requested by the Department of Community Affairs, Division of Fire Safety.
6. The responsibilities of instructional and administrative staff in supervising students during a drill or an actual emergency shall be as follows:
- a. Each teacher is responsible for the students in his/her classroom at the time of a fire drill and/or evacuation due to an emergency. The classroom teacher shall direct the students to follow the prescribed evacuation egress route from the classroom or any other area of the building.
 - b. Each teacher is responsible to take the daily classroom attendance record with him/her during fire drills and/or emergencies and to account for students under his/her supervision.

- c. Any other staff member(s) that may have supervision or control of a student(s) at the time of a fire drill and/or evacuation shall direct the student(s) to follow the designated egress route from their present location to the meeting area outside of the building.
 - d. If a student is unaccounted for, the supervising staff person shall immediately notify the ES about the situation and provide the name of the student.
 - e. The ES shall immediately initiate a search for the missing student.
 - f. When the student is located, the ES shall determine the circumstances upon which the student became separated from the supervision of staff and then proceed with all appropriate corrective actions.
 - g. If a missing student is not located during a fire drill, evacuation drill or any emergency, the ES shall notify the student's parents, the appropriate residential facility staff, law enforcement authorities and, as applicable, fire department officials. School staff shall continue to search for the missing student until law enforcement authorities arrive and provide further direction.
7. The evacuation procedures outlined in this policy shall be followed in the event of actual emergencies or in the event of a bomb threat when evacuation is determined to be the best course of action based on the circumstances or the direction of law enforcement officials.
8. Reportable incidents or emergencies occurring in the designated DCF or DHS State facility education programs shall be recorded pursuant to any applicable departmental and divisional policies, including OOE Policy #29, [OOE-I-A-1-29](#) as appropriate.

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Attachments